

**54-A DISTRICT COURT
FILE / COPY REQUEST FORM**

1. Date of Request _____
2. Requested by: NAME _____
ADDRESS _____
Telephone-Home _____ Office _____
3. Please specify the complete party name(s) and case number below:
Case Number _____
Party Name(s) _____ vs _____
4. Nature of Request
☐ Review File
☐ Obtain Copies
5. If copies are requested, list documents to be copied:
☐ Complete case file (except for any nonpublic court records).
☐ Specific documents (list – use additional page if necessary)

NOTE:

Michigan law does not require that you place your name and address on this form. This information is required to facilitate the processing of your request. Also, note that the Court is prohibited from providing copies of the following documents: Law Enforcement Information Network (L.E.I.N.) printouts, a driving record or a criminal history.

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For Court Use Only

Copies _____ x per page _____

Total charged \$ _____

Handled by _____ on _____ / _____ / _____
Court Clerk Date